

Texas Agricultural Extension Service

TEXAS FARM LABOR HANDBOOK



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THE INFORMATION CONTAINED IN THIS HANDBOOK DOES NOT
HAVE THE FORCE OR INTENT OF LAW. IT IS FOR
IN TEXAS FARM LABOR HANDBOOK

Compiled By: Richard A. Edwards
Texas Agricultural Extension Service
Texas A&M University
College Station, Texas 77843

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<p>The intent of this handbook is to provide a brief summary of many labor regulations which relate to farm labor. Both state and federal regulations are covered. Through the use of this handbook, employers and employees should be able to find the regulations they need. In some cases, the addresses and phone numbers of the responsible agencies are included. This is not an official interpretation of any regulation or law. Responsibility for any action taken on the basis of this information.</p>	
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IMMIGRATION AND NATURALIZATION ACT OF 1986 INTRODUCTION

The intent of this handbook is to provide a brief summary of many labor regulations which relate to farm labor. Both state and federal regulations are covered. Through the use of this handbook, employers and employees should be able to find answers to most questions regarding farm labor. If this is not the case, the addresses and phone numbers of the responsible agencies are included and should be contacted for more details.

This is not an official interpretation of any regulation or law.
The information does not have weight of law, and the user must assume responsibility for any action taken on the basis of this information.

The Act has a grandfather clause which states that persons employed before November 6, 1986 are not subject to this Act. However, an employee who is on the payroll prior to November 6 and quits is subject to the Act upon re-employment.

Documentation Process:

Upon hiring, everybody must show the employer proof of identity and employment authorization within 72 hours of employment. If employment is less than 72 hours, then the verification must be established by the end of the first day. Verification of the presentation of acceptable documents is attested to by completing an I-9 form. A copy of an I-9 form is on page 2a. This form lists acceptable documents which employees may submit to show they have the legal right to work in this country. The employer must complete and sign the I-9 form. The employee must also sign the form.

This form is to be retained for three (3) years after the date of employment or one (1) year after employment is terminated, whichever is the longer period of time.

Copies of documentation can lawfully be made and these copies may be retained and maintained with the I-9 form.

Legal Enforcement and Sanctions:

Producers of Perishable Commodities

- 1) Until November 30, 1988, producers of perishable commodities may hire persons who cannot present adequate work documents with no fear of penalties. Employers should fill out an I-9 on these employees and simply indicate they are a SAW (seasonal agricultural worker) applicant. When proper work authorization is obtained the I-9 is completed.
- 2) After December 1, 1988 producers of perishable crops are subject to the full measures of the law as outlined in the following section:

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IMMIGRATION REFORM AND CONTROL ACT OF 1986

The Immigration Reform and Control Act was signed into law on November 6, 1986. This Act makes it illegal to hire an unauthorized alien to work in this country. It also requires that employers establish an employment verification system and maintain the system as prescribed by law.

Who must comply:

All persons or businesses who have an employee or employees must comply with the law.

The Act has a "Grandfather clause" which states that persons employed before November 6, 1986 are not subject to this Act. However, an employee who is on the payroll prior to November 6 and quits is subject to the Act upon re-employment.

Documentation Process:

Upon hiring, everybody must show the employer proof of identity and employment authorization within 72 hours of employment. If employment is less than 72 hours, then the verification must be established by the end of the first day. Verification of the presentation of acceptable documents is attested to by completing an I-9 form. A copy of an I-9 form is on page 2a. This form lists acceptable documents which employees may submit to show they have the legal right to work in this country. The employer must complete and sign the I-9 form. The employee must also sign the form.

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Copies of documentation can lawfully be made and these copies may be retained and maintained with the I-9 form.

Legal Enforcement and Ramifications:

Producers of Perishable Commodities

- 1) Until November 30, 1988, producers of perishable commodities may hire persons who cannot present adequate work documents with no fear of penalties. Employers should fill out an I-9 on these employees and simply indicate they are a SAW (seasonal agricultural worker) applicant. When proper work authorization is obtained the I-9 is completed.
- 2) After December 1, 1988 producers of perishable crops are subject to the full measures of the law as outlined in the following section.

VERIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and in possession of the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature	Name (Print or Type)	Title
Employer Name	Address	Date

All Other Employees and Non Production and Harvesting Employees of Producers of Perishable Commodities

- 1) Agents of the Immigration and Naturalization Service or the Department of Labor are allowed under this law to arrive unannounced and ask to examine I-9 forms.
- 2) A warning period exists until June 1, 1988. During this time any violations will be cited with only a warning. Subsequent violations cited during the warning period could result in fines.
- 3) The warning period does not apply to violations relating to maintenance of I-9 records.
- 4) Record maintenance violations may be assessed fines of between \$100 and \$1000 per employee whose I-9 form is not complete, retained or presented.
- 5) For hiring or continuing to hire unauthorized employees fines are:

First violation	\$250 to \$2000 per employee
Second violation	\$2000 to \$5000 per employee
Subsequent	\$3000 to \$10000 per employee

- 6) Those found engaging in a continuing practice of hiring unauthorized employees may be fined \$3000 per employee and/or imprisoned for 6 months.
- 7) Those found engaging in fraud or false statements about visas, permits, and identification documents may be imprisoned up to five years and fined.

Responsible agencies:

Immigration and Naturalization Service
Department of Labor

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

1. EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name: (Print or Type) Last	First	Middle	Birth Name
Address: Street Name and Number		City	State
Date of Birth (Month Day Year)		ZIP Code	
Social Security Number			

I attest, under penalty of perjury, that I am (check a box):

- ☐ 1. A citizen or national of the United States.
- ☐ 2. An alien lawfully admitted for permanent residence (Alien Number A _____).
- ☐ 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____ or Admission Number _____, expiration of employment authorization, if any _____).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature	Date (Month/Day/Year)
-----------	-----------------------

PREPARER TRANSLATOR CERTIFICATION (To be completed if prepared by person other than the employee). I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature	Name (Print or Type)
Address (Street Name and Number)	City
State	Zip Code

2. EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Instructions:

Examine one document from List A and check the appropriate box, **OR** examine one document from List B **and** one from List C and check the appropriate boxes. Provide the **Document Identification Number** and **Expiration Date** for the document checked.

List A Documents that Establish Identity and Employment Eligibility	List B Documents that Establish Identity	and	List C Documents that Establish Employment Eligibility
<input type="checkbox"/> 1. United States Passport	<input type="checkbox"/> 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes. (Specify State) _____	<input type="checkbox"/> 1. Original Social Security Number Card (other than a card stating it is not valid for employment)	
<input type="checkbox"/> 2. Certificate of United States Citizenship	<input type="checkbox"/> 2. U.S. Military Card	<input type="checkbox"/> 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification	
<input type="checkbox"/> 3. Certificate of Naturalization	<input type="checkbox"/> 3. Other (Specify document and issuing authority) _____	<input type="checkbox"/> 3. Unexpired INS Employment Authorization Specify form # _____	
<input type="checkbox"/> 4. Unexpired foreign passport with attached Employment Authorization			
<input type="checkbox"/> 5. Alien Registration Card with photograph			
Document Identification # _____	Document Identification # _____	Document Identification # _____	
Expiration Date (if any) _____	Expiration Date (if any) _____	Expiration Date (if any) _____	

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature	Name (Print or Type)	Title
Employer Name	Address	Date

Employment Eligibility Verification

NOTICE: Authority for collecting the information on this form is in Title 8, United States Code, Section 1324A, which requires employers to verify employment eligibility of individuals on a form approved by the Attorney General. This form will be used to verify the individual's eligibility for employment in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service, Department of Labor within the time period specified by regulation, or improper completion or retention of this form, may be a violation of the above law and may result in a civil money penalty.

Section 1. Instructions to Employee/Preparer for completing this form

Instructions for the employee.

All employees, upon being hired, must complete Section 1 of this form. Any person hired after November 1986 must complete this form. (For the purpose of completion of this form the term "hired" applies to employees who are hired, recruited or referred for a fee.)

All employees must print or type their complete name, address, date of birth, and Social Security Number. The block which correctly indicates the employee's immigration status must be checked. If the second block is checked, the employee's Alien Registration Number must be provided. If the third block is checked, the employee's Alien Registration Number **or** Admission Number must be provided, as well as the date of expiration of that status, if it expires.

All employees whose present names differ from birth names, because of marriage or other reasons, must print or type their birth names in the appropriate space of Section 1. Also, employees whose names change must report these changes to their employer.

All employees must sign and date the form.

Instructions for the preparer of the form, if not the employee.

If a person assists the employee with completing this form, the preparer must certify the form by signing and printing or typing his or her complete name and address.

Section 2. Instructions to Employer for completing this form

(For the purpose of completion of this form, the term "employer" applies to employers and those who recruit or refer for employment.)

Employers must complete this section by examining evidence of identity and employment eligibility.

- checking the appropriate box in List A **or** boxes in both Lists B and C;
- recording the document identification number and expiration date (if any);
- recording the type of form if not specifically identified in the list;
- signing the certification section.

NOTE: Employers are responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Copies of documentation presented by an individual for the purpose of establishing identity and employment eligibility may be copied and retained for the purpose of complying with the requirements of this form or for any other purpose. Any copies of documentation made for this purpose should be maintained with this form.

Name changes of employees which occur after preparation of this form should be recorded on the form by striking through the old name, printing the new name and the reason (such as marriage), and dating and initialing the changes. Employers should not attempt to delete or erase the old name in any fashion.

RETENTION OF RECORDS.

The completed form must be retained by the employer for:

- three years after the date of hiring; or
- one year after the date the employment is terminated, whichever is later.

Employers may photocopy or reprint this form as necessary.

MIGRANT AND SEASONAL AGRICULTURAL PROTECTION ACT -- FEDERAL
(Replaces the Farm Labor Contractor Registration Act)

Who must comply:

Any person engaged in any farm labor contracting activity. Definitions make it clear that growers, processors and associations are not farm labor contractors and are no longer required to register as such. Only farm labor contractors and their employers are required to register. However, agricultural employers and associations are subject to the Act and must comply with all worker protections to migrant or seasonal workers whom they employ.

Exceptions:

- 1) Persons who engage in farm labor contracting on behalf of a farm, processing establishment, seed conditioning facility, cannery, gin, packing shed or nursery which is owned or operated exclusively by this person.
- 2) Any person, other than a farm labor contractor, for whom the man-days exemption for agricultural labor is applicable (see section on Fair Labor Standards Act).
- 3) Any labor organization, nonprofitable charitable organization, or public or private nonprofit educational institution.
- 4) Any person who engages in any farm labor contracting solely within a twenty-five mile intrastate radius of their permanent residence and for not more than 13 weeks per year.
- 5) Any common carrier which would be considered a farm labor contractor solely because the carrier is engaged in transporting any migrant or seasonal worker.
- 6) Any custom combine, hay harvesting or sheep shearing operation.
- 7) Any custom poultry harvesting, breeding, debeaking, desexing or health service operation provided the employees are not regularly required to be away from their permanent place of residence other than during their normal working hours.
- 8) Several situations involving persons recruiting full-time students working in various agricultural related activities. (See Public Law 97-470 for specific details.)

Farm Labor Contractors must:

- 1) Register and receive a Certificate of Registration annually with the U.S. Department of Labor.
- 2) Ensure that all full-time or regular employees of a certified labor contractor who engage in recruiting, soliciting, hiring, furnishing, or transporting workers are also registered.
- 3) Carry certificate of registration at all times.
- 4) Ensure that no individual who is an illegal alien be employed. Compliance is demonstration that the farm labor contractor relied in good faith on documentation prescribed by the Secretary of Labor and had no reason to believe the person was an alien.

Each farm labor contractor, agricultural employer and agricultural association who recruits migrant workers must:

- 1) At the time of recruitment, inform each worker in writing and in the language in which the worker is most fluent, the following:
 - a) Where he will be working.
 - b) Crops and operations on which he will be employed.
 - c) Transportation, housing and other benefits to be provided, if any, and any costs to be charged for each item.
 - d) Wage rates to be paid.
 - e) Period of employment.
 - f) Existence of strikes at place of employment.
 - g) Existence of any commission arrangements between the farm labor contractor and any local merchants dealing with workers.
- 2) At the place of employment, post the conditions of employment in the language in which the worker is most fluent in a place where all can see them. Workers must be informed of all changes in conditions of employment.
- 3) If housing is provided, post the terms and conditions of occupancy.
- 4) For each worker, make, keep, and preserve records for three years on the following information:
 - a) Gross earnings.
 - b) Itemization of the amount and purpose of each deduction.
 - c) Net earnings.
 - d) Number of hours worked.
 - e) Basis on which wages were paid.
 - f) If paid on a piece-work basis, the number of piece-work units earned.
- 5) Provide to each worker for each pay period a written record of the items listed in number 4.
- 6) The language of all required written documents shall be in English, or as necessary and reasonable in some other language common to the workers.
- 7) Pay the wages owed when due.
- 8) Not require workers to purchase goods or services solely from them.
- 9) Not violate, without justification, the terms of the working arrangement.
- 10) If providing housing, ensure the facility or real property comply with federal and state laws applicable to that housing.
- 11) Not allow the housing facilities to be occupied unless it has been certified that it meets applicable safety and health standards and the certificate is posted at the site. If a request for inspection is made 45 days prior to the expected occupancy date and the inspection is not conducted by this date, the facility may be occupied.

Seasonal Workers:

Previous acts relating to agricultural workers contained language which made it unclear as to whether all workers in fields and processing plants were covered. This act defines two classes of agricultural workers who are covered.

- Migrant workers are those persons employed on a seasonal or other temporary nature and who are required to be absent overnight.
- Seasonal workers are those persons employed on a seasonal or other temporary nature and not required to be absent overnight when employed on a farm or ranch performing field work related to planting, cultivating, or harvesting operations or when employed in a canning, packing, ginning seed

conditioning or related research or processing operations and are transported to the place of employment by means of a day-haul operation. Day-haul operation means the assembly of workers at a pick-up point waiting to be hired and employed transport of these workers to the place of employment and returned to the same point.

This Act does not cover in plant workers unless transported by the employer through a day-haul operation.

Additional information (obtainable from the responsible agency - see below)

- Public Law 97-470 -- January 14, 1983, Migrant and Seasonal Agricultural Worker Protection Act.

COMPLIANCE AND ENFORCEMENT is by the:

U.S. Department of Labor
Employment Standards Administration

For local offices see the telephone directory for:

U.S. Government
Labor, Department of Wage and Hour Division

10 and 11 year olds:

Upon application, waivers may be issued by the Department of Labor permitting 10 and 11 year old minors to work in hand-harvested, short-season crops provided the employer does not use certain restricted pesticides and complies with the minimum reentry times for certain chemicals.

Hazardous occupations in agriculture:

The Secretary has found and declared that certain occupations in agriculture are hazardous. Aside from certain exemptions, no minor under 16 years of age may be employed at any time in these occupations. Briefly these hazardous occupations are:

FARM LABOR CONTRACTOR REGISTRATION ACT -- TEXAS

TEXAS PROVISIONS

Any person or company that obtains or seeks to obtain common laborers for any employer for a fee must be licensed as a labor agent by the state. Requirements for obtaining a license include paying license fees and posting a performance bond.

Among other conditions required to keep their license, contractors must do the following:

1. Promptly pay or distribute to the proper persons all money or other valuable things given to the contractor for distribution.
2. Have available for inspection in both Spanish and English a written statement showing the rate of pay to the workers and the amount of compensation received from the third party.
3. Have adequate insurance to cover injury to workers or damage to their property in case of an accident involving any vehicle used to transport such workers.
4. Post the labor agent license on all vehicles used to transport workers.
5. At the time of payment, or at least twice a month, give each worker a complete written statement of wages earned and deductions made from the worker's pay.

The act does not apply to farmers or stock raisers who act jointly in securing labor for their own use where no fee is charged or collected, nor does it apply to employers or their representatives who recruit workers through the Texas Employment Commission.

Responsible agency:

The administering agency is the Department of Labor and Standards, Division of Employment Agencies, E.O. Thompson Office Building, Austin, Texas.

Reference - Labor Agency Law; Article 5221a-5, R.C.S.

Seasonal Workers:

Previous acts relating to agricultural workers contained language which made it unclear as to whether all workers in fields and processing plants were covered. This act defines two classes of agricultural workers who are covered.

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* Seasonal workers are those persons employed on a seasonal or other temporary nature and not required to be absent overnight when employed on a farm or ranch performing field work related to planting, cultivating, or harvesting operations or when employed in a canning, packing, ginning seed

EMPLOYMENT OF MINORS -- FEDERAL

Coverage:

Persons age 18 and over are not included under the child labor provisions of the Fair Labor Standards Act (FLSA). With a few exceptions all others under age 18 are covered by the child labor provisions of FLSA. Farm employers who are not covered under other provisions of FLSA (minimum wages, overtime) for the most part must comply with the law if they employ minors under 16 years old.

16 years old is the minimum age for working in agricultural jobs:

- 1) declared hazardous by the Secretary of Labor, and
- 2) during school hours.

14 years old is the minimum age for working in agricultural jobs:

- 1) outside of school hours, and
- 2) not declared hazardous by the Secretary of Labor.

Except:

- 12 and 13 year olds may be employed with written parental consent or on a farm where the minor's parent or person standing in place of the parent is also employed;
- Minors under 12 may be employed with written parental consent on farms whose employees are exempt from federal minimum wage provisions.

It should be noted that minors of any age may be employed by their parents at any time in any occupation on a farm owned or operated by their parent or person standing in place of their parent.

School hours and hours worked:

With the possible exception of minors employed by their parents on their parents' farm, minors 14 and 15 may not be employed:

- During school hours except for those enrolled in certain work training programs (see Exceptions Section).

10 and 11 year olds:

Upon application, waivers may be issued by the Department of Labor permitting 10 and 11 year old minors to work in hand-harvested, short-season crops provided the employer does not use certain restricted pesticides and complies with the minimum reentry times for specified chemicals.

Hazardous occupations in agriculture:

The Secretary has found and declared that certain occupations in agriculture are hazardous. Aside from certain exemptions, no minor under 16 years of age may be employed at any time in these occupations. Briefly these hazardous occupations are:

- 1) Operating, driving or riding on a tractor with more than 20 PTO horsepower.
- 2) Operating or assisting to operate a corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger, pea viner, feed grinder, crop dryer, forage blower, auger conveyor, self-unloading wagon or trailer, power post-hole digger, power post driver, nonwalking type rotary tiller.
- 3) Operating or assisting to operate a trencher or earth moving equipment, fork lift, potato combine, power driven circular, band or chain saw.
- 4) Working pen, yard, or stall with a bull, boar, stud horse, sow with pigs or cow with calf.
- 5) Working around timber with a butt diameter of more than six inches.
- 6) Working from a ladder or scaffold more than 20 feet high.
- 7) Driving a bus, truck or automobile when transporting passengers.
- 8) Working inside a fruit, forage or grain bin or silo under certain specified conditions.
- 9) Handling or applying anhydrous ammonia or other specified chemicals, including those that bear the legend "Poison" or "Warning" on the label.
- 10) Handling or using explosives.

Exemptions from hazardous occupations in agriculture:

- As previously stated minors under 16 years old working for their parents on their parents' farm are exempt.
- Student Learners -- Student learners in a bona fide vocational agricultural program may work in the occupations listed in items 1 through 6 of the hazardous occupations order under a written agreement which provides that the student-learner's work is incidental to training, intermittent, for short periods of time, and under close supervision of a qualified person; that safety instructions are given by the school and correlated with on-the-job training; and that a schedule of organized and progressive work processes has been prepared. The written agreement must contain the name of the student-learner, and be signed by the employer and a school authority, each of whom must keep copies of the agreement.
- 4-H Federal Extension Service Training Program -- Minors 14 and 15 years old who hold certificates of completion of either the tractor operation or machine operation program may work in the occupations for which they have been trained. Occupations for which these certificates are valid are covered by items 1 and 2 of the hazardous occupations order. Farmers employing minors who have completed this program must keep a copy of the certificates of completion on file with the minor's records.

Enrollment in this program is open to minors who are not members of 4-H as well as 4-H members. Information on this program is available from an Extension Agent of the Texas Agricultural Extension Service.

Vocational agricultural training program

Minors 14 and 15 years old who hold certificates of completion of either the tractor operation or machine operation program of the U.S. Office of Education Vocational Agriculture Training Program may work in the occupations for which they have been trained. Occupations for which these certificates are valid are covered by items 1 and 2 of the hazardous occupations order. Farmers

employing minors who have completed this program must keep a copy of the certificate of completion on file with the minor's records.

Information on the Vocational Agriculture Training Program is available from vocational agriculture teachers.

Employers must:

- Every employer, except a parent employing his own child on his own farm, who employs any minor under 16 years old must preserve and maintain records containing the following data on each minor employee:

- 1) Name in full
- 2) Place where minor lives and his permanent address
- 3) Date of birth
- 4) Evidence in writing of any required parental consent.

- Keep a minor employees's age or employment certificate on file.
- Observe wage and hour provisions of the FLSA.
- Prohibit minors under 16 from performing jobs declared as hazardous.

Minor employees must:

- Provide their employer with an employment or age certificate obtained from local school officials. Certificates issued under most State laws are acceptable.

Additional information (obtainable from the responsible agency)

The Fair Labor Standards Act of 1938, as Amended, Wage and Hour (WH) Publication 1318, February, 1980.

Regulation, Part 575, Waiver of Child Labor Provisions for Agricultural Employment of 10 and 11-Year Old Minors in Hand Harvesting of Short-Season Crops, WH Publication 1438, October, 1980.

Child Labor Requirements in Agriculture Under the Fair Labor Standards Act, Wage and Hour Division, Child Labor Bulletin No. 102.

Occupations in Agriculture Particularly Hazardous for the Employment of Children Below the Age of 16, WH Publication 1283. (Rev. 12/72.)

Regulations: Part 579 - Child Labor Violations, Part 580 - Civil Penalties - Rules of Practice for Administrative Proceedings, WH Publication 1415, September, 1975.

Young Farm Workers and the Fair Labor Standards Act, WH Publication 1338, May, 1971, A Guide to Labor Provisions of the Fair Labor Standards Act, WH Publication 1236, 1976.

WARNING -- Retroactive certification is no longer permitted. The

certification must be received or requested in writing by the employer before the potential employee actually begins work.

* The tax credit is limited to 90 percent of the employers federal income tax liability after certain other credits are deducted.

EMPLOYMENT OF MINORS -- TEXAS

Children at any age may be employed at farm labor as members of the family of a farmer, rancher, or dairymen on their own premises whether owned or leased. Nothing in the Texas Act prevents the working of school children 14 to 17 years of age except that they shall not be permitted to work in a factory, mill, workshop, or other place where the employment of children is prohibited by law.

Children 14 or 15 may not work over 8 hours a day, over 48 hours a week, or between 10 p.m. and 5 a.m. on a day that is followed by a school day or between the hours of midnight and 5 a.m. on a day not followed by a school day.

Children under 17 are prohibited from working in any mine or quarry or place where explosives are used.

Responsible agencies:

The agency responsible for enforcement of the Federal Child Labor Laws and Federal Hazardous Occupation Regulations is the U.S. Department of Labor, Wage and Hour Division. Area offices in Texas are shown in the section regarding minimum wage laws.

The state agency responsible for enforcement of the Texas Code as it relates to prohibited jobs for minors is the:

Texas Department of Labor and Standards
E. O. Thompson Building
P. O. Box 12157--Capital Station
Austin, Texas 78701
Phone: 512/475-7001

Further information regarding the 4-H Club and vocational agriculture certification programs can be secured from any county Cooperative Extension office or instructor of vocational agriculture.

TARGETED JOBS TAX CREDIT -- FEDERAL

The Tax Reform Act of 1986 extends the Targeted Jobs Tax Credit for qualified wages paid or incurred by employers in the employment of targeted groups for persons who begin work prior to January 1, 1989.

Employers may utilize this tax credit if they employ individuals who are classified as being in one of the following targeted groups:

1. Vocational rehabilitation referrals.
2. Economically disadvantaged youths.
3. Vietnam veterans from economically disadvantaged families.
4. SSI recipients.
5. General assistance recipients.
6. Economically disadvantaged ex-convicts.
7. Cooperative education students from economically disadvantaged families.
8. Eligible work incentive employees.
9. Qualified summer youth employees.

The following employees are excluded from minimum wage requirements:

Certification:

Targeted group eligibility certifications are made by the Texas Employment Commission (TEC) or a school participating in a qualified cooperative educational program. Jobseekers may apply directly to TEC or be referred by a prospective employer. If determined eligible a voucher is issued by TEC. Vouchers are good for 45 days.

Once a worker is hired, the employer completes a section of the voucher and returns it to TEC or the school. The TEC completes the certification process and provides the employer with a final certification. The certification form provides the employer with all the evidence needed to claim the tax credit. Employers claim the tax credit by filing IRS Form 5884 with their income tax return.

Tax Credit:

The tax credit can be taken for the first year of eligible employment. Employment must be prior to January 1, 1985 to be eligible for the tax credit. The amount of credit is 40 percent of the first \$6000 in wages for each certified employee. The credit can be taken only on employment related to a business or trade. Domestic employees, (i.e., maid, yardman, gardener, or household employees) are not eligible for the tax credit.

In figuring business expenses for computing income tax, the deduction for wage expenses is reduced by the amount of the tax credit.

Limitations:

- a) Members of an employer's immediate family.
- b) Hand harvest workers paid on a piece rate.
- c) Employees principally engaged in range livestock production.

- The Targeted-Jobs Tax Credit cannot be taken on wages paid to an employee for any period you are receiving federal funds for on-the-job training. However, the credit may be claimed on certified employees after on-the-job training is completed.

- **WARNING** -- Retroactive certification is no longer permitted. The certification must be received or requested in writing by the employer before the potential employee actually begins work.

- The tax credit is limited to 90 percent of the employers federal income tax liability after certain other credits are deducted.

- Any unused tax credit can be carried back three years or forward for seven years.

Responsible agency (TAX CREDIT):

U.S. Department of the Treasury
Internal Revenue Service
Washington, D.C. 20224

Local offices are listed in the telephone directory under:

U.S. Government
Internal Revenue Service

FAIR LABOR STANDARDS ACT
(MINIMUM WAGE) -- FEDERAL

Who must comply:

Any farmer who hired 500 man-days of labor during any calendar quarter of the preceding calendar year (The equivalent of about seven full-time employees working five days a week).

If the employer did not employ more than 500 man-days of agricultural labor in any quarter of the preceding calendar year, his agricultural employees are exempt from the minimum wage provisions of the act for the entire following calendar year. Conversely, if the employer used more than 500 man-days of farm labor in any calendar quarter of a year, coverage extends to the entire following calendar year even if the employer does not use 500 man-days of labor in any quarter of the second year.

The following employees are excluded from minimum wage requirements:

- a) Employees who must be available at all hours to care for range livestock.
- b) Employees under 16 years who work with their parents in hand harvesting crops and are paid on the same piece rate basis as their parents.
- c) Employer's immediate family.
- d) Employees who
 - are paid on a piece rate basis AND
 - were employed in agriculture as hand harvest laborers fewer than 13 weeks in previous year AND
 - commute to work daily (non-migrants).

Employers must, if covered:

- Pay at least minimum wage to all employees -- currently \$3.35 per hour.
- Maintain payroll records for at least three years for each employee, including family members of employees. These records should include:

- 1) Full name of employee.
- 2) Complete home address.
- 3) Sex and occupation in which employed.
- 4) Identification of employees who are:
 - a) Members of an employer's immediate family.
 - b) Hand harvest workers paid on a piece rate.
 - c) Employees principally engaged in range livestock production.
- 5) The number of man-days worked each week or month (a man-day is any day during which an employee does agricultural work for one hour or more).

- 6) Beginning day and time of employee's work week.
- 7) Basis on which wages are paid, i.e., \$3.50 per hour, \$30.00 per day or piece work.
- 8) Hours worked each-work-day and total hours worked each-work-week.
- 9) Total daily or weekly earnings.
- 10) Total additions to or deductions from wages with an explanation of each.
- 11) Total wages paid each pay period together with proof of payment to individual workers including cash advances or other deductions.
- 12) Date of payment and pay period covered by payment.

- Have on file a statement from each exempt piece rate employee showing the number of weeks employed in agriculture during the preceding year.

- Have on file the date of birth and the parent's name for each exempt minor paid on a piece rate basis.

- Maintain a file showing the full name, present and permanent address and date of birth of any minor under 18 who works when school is in session or works in a hazardous occupation.

- Display the official poster "Notice to Employees" where employees can see it. This poster contains basic information on minimum wages.

Employers may:

Deduct the cost of certain items from the wages of farm workers. However, care should be exercised because the deduction of certain items may not reduce wages below the minimum wage.

Deductions which may lawfully reduce the wage level below \$3.35 per hour are:

- 1) Deductions required by law -- Social Security and withholding tax.
- 2) "Third Party" deductions authorized by the employee-union dues, United Funds, health insurance if it is to a "Third Party."
- 3) Salary advances exclusive of interest charges. Receipts for cash advances must be obtained and retained.
- 4) Housing and meals, provided it does not exceed the fair market value and meets a number of specified conditions dealing with profit and rate of return on investment.

Deductions which may not lawfully reduce the wage level below \$3.35 per hour are:

- 1) Transportation advances.
- 2) Charges for contractors' (crew leader) services.

SPECIAL NOTES

Texas Minimum Wage Law. There is a Texas Minimum Wage Law which applies to agricultural labor. However, the Federal Fair Labor Standards Act supercedes the Texas Act when employers are covered by both laws. Groups which are exempt from the Texas state law are producers engaged in dairy farming.

For those agricultural employees covered by the Texas Minimum Wage Law, the state minimum rate is \$3.35 per hour. For workers living on premises provided by the employers, the minimum weekly salary is \$30 per week plus the living quarters. Piece-rates are determined by the commissioner of agriculture. This rate is set for each agricultural commodity produced in substantial quantity in Texas and is based on the output of a worker of average ability. If no piece-rate is set, the minimum hourly rate for agricultural workers will apply.

Responsible agencies:

The Department of Labor and Standards
Sam Houston Building
Austin, Texas 78711

Department of Agriculture
Post Office Drawer BB
Austin, Texas 78711
(Piece Rates for Commodities)

Related information:

Circular A, Agricultural Employer's Tax Guide, Publication No. 51,
Internal Revenue Service.

FEDERAL INCOME TAX WITHHOLDING FOR FARMWORKERS

Farm employers are not required to withhold federal income taxes on the wages of agricultural labor. A farm employer can withhold federal income taxes on a farm worker if he/she requests the employer to do so. The employer is not required to withhold income taxes even when requested.

Application for Withholding:

An employee wanting income tax withheld may request his employer in writing to withhold income tax. No particular form is necessary for this request. The request must contain the name, address, and Social Security number of the employee, and the name and address of the employer. A form W-4 must be furnished by the employee to the employer along with the written request. The W-4 is a simple card to claim withholding exemptions. If the farm employer accepts the written request and W-4 from the employee and commences withholding, this action indicates voluntary agreement on his part. The voluntary withholding agreement may be terminated by either employee or employer, by giving written notice 30 days prior to the desired termination date.

Deposit of Withholding Tax:

Combined withholding and social security taxes must be paid into an authorized bank on a timely basis. The frequency depends on your relative size as an employer. Large and medium sized are required to make monthly deposits. Small employers can do this quarterly. Most farmers would fall into the small or medium category. Exact details on determining size and methods of making the necessary deposits can be obtained from your nearest IRS office.

Information Returns:

The farm employer must prepare and give to an employee a Form W-2, "Wages and Tax Statement," by January 31 for the preceding year's taxes withheld. Copy A of Form W-2 and a completed Form 943, "Employer's Annual Tax Return for Agricultural Employees," must be sent to the Internal Revenue Service by February 28th.

To restrict individuals from claiming excessive numbers of dependents in order to avoid income tax withholding, recent rulings by IRS require that anyone claiming ten or more dependents must have the Form W-4 reviewed by an IRS office. If faced with this situation an employer should consult with the local IRS office.

Related information:

Circular A, Agricultural Employer's Tax Guide, Publication No. 51, Internal Revenue Service.

Responsible agency:

U.S. Department of the Treasury
Internal Revenue Service
Local offices are found in the telephone directory under:
United States Government
Internal Revenue Service

Who must comply:

Some types of family employment are not covered by Social Security. This exclusion is not optional. Noncovered family employment is any work performed by:

- (1) A child under 21 years of age in the employ of his father or mother
- (2) A man in the employ of his wife or a woman in the employ of her husband.

- (3) A parent in the employ of a son or daughter performing:

- (a) domestic service in or about the private home of the son or daughter
- (b) work not in the course of the son's or daughter's trade, business, profession, or occupation

The family exclusion does not apply when the employee is a corporation or association classified as a corporation, and a partnership, unless the family relationship exists between the employee and all the partners.

Employers must:

File Form W-3, Transmittal of Lattimant's, and Form W-2, Wage and Tax Statement, for each employee in the amount of 51 percent of wages paid. The taxable wage limit is \$4,800 in 1988 and increases each year based on an index of average wage levels.

The tax rates will be 7.51 percent in 1988 and 1989 and will increase to 7.65 percent in 1990.

Employers having an underreported liability of withheld income taxes and Social Security deductions and contributions must deposit these funds in a Federal Reserve Bank or authorized commercial bank as indicated in the following schedule. Deposits must be accompanied by Form 211, Federal Tax Deposit.

- (1) Federal Reserve Bank or authorized commercial bank
- (2) Federal Reserve Bank or authorized commercial bank
- (3) Federal Reserve Bank or authorized commercial bank
- (4) Federal Reserve Bank or authorized commercial bank
- (5) The tax amount if tax withheld.
- (6) The tax amount if paid (for income tax purposes only).

Self-employed farmers:

Self-employed farmers who report a net income of \$400 or more from the farming operation must contribute to Social Security. The contribution rate is 13.02 percent in 1988-89. The taxable income level for 1988 is \$45,000, but the taxable income limit will change each year based on an index of average wage levels. A farmer also earns wages which are subject to Social Security

SOCIAL SECURITY -- FEDERAL

Who must comply:

Farm employers must make Social Security deduction if they:

- Pay an employee \$150 or more in cash wages during a calendar year, OR
- Pay an employee cash wages for 20 or more days during a calendar year on a time basis (hour, day, week, etc.) regardless of the amount of pay.

Some types of family employment are not covered by Social Security. This exemption is not optional. Noncovered family employment is any work performed by:

- 1) A child under 21 years of age in the employ of his father or mother.
- 2) A man in the employ of his wife or a woman in the employ of her husband.
- 3) A parent in the employ of a son or daughter performing:
 - a) domestic service in or about the private home of the son or daughter.
 - b) work not in the course of the son's or daughter's trade or business.

The family exclusion does not apply when the employer is a corporation or association classified as a corporation and a partnership, unless the family relationship exists between the employee and all the partners.

Employers must:

- Pay social security taxes in the amount of 7.51 percent on wages paid. The taxable wage limit is \$45,000 in 1988 and increases each year based on an index of average wage levels.
- The tax rates will be 7.51 percent in 1988 and 1989 and will increase to 7.65 percent in 1990.
- Employers having an undeposited liability of withheld income taxes and Social Security deductions and contributions must deposit these funds in a Federal Reserve Bank or authorized commercial bank as indicated in the following schedule. Deposits must be accompanied by Form 511, Federal Tax Deposit.

Related information:

Circular A, Agricultural Employer's Tax Guide, Publication No. 51, Internal Revenue Service.

Summary of Deposit Rules for Social Security Taxes and Withheld Income Tax

Deposit Rule

- (1) If at the end of any eighth-monthly period (the 3rd, 7th, 11th, 15th, 22nd, 25th, and last day of each month) your total undeposited taxes are \$3,000 or more:
- (2) If at the end of any month your total undeposited taxes are \$500 or more but less than \$3,000:
- (3) If at the end of the quarter your total undeposited taxes for the year are less than \$500:

Deposit Due

Within 3 banking days after end of eighth-monthly period.

Within 15 days after end of month. (If less than \$500, carry over to next month. No deposit is required if you made a deposit for an eighth-monthly period during the month under the \$3,000 rule in (1) above).

No deposit is required. You can pay the taxes to IRS with Form 943, or you may deposit them by the end of the next month.

- Provide each employee with a Form W-2, Wage and Tax Statement, showing the amount of earnings, income tax withheld, and amount of Social Security deductions by January 31.

- File Form W-3, Transmittal of Income and Tax Statements and attach copies of each employee's Form W-2 with the Social Security Administration, Office of Central Records Operations, Baltimore, MD 21290, by February 28th of each year.

- Prepare and file Form 943, Employer's Annual Tax Return for Agricultural Employees, with the Internal Revenue Service by January 31st of each year (February 10 if tax was paid in full with Form 511).

- Maintain payroll records for at least four years for each employee.

These records should include:

- 1) Employee's name and social security number.
- 2) Cash payments to the employee for farmwork.
- 3) Any amount deducted as employee social security tax.
- 4) The number of days the employee did farmwork for cash wages on a time basis.
- 5) The amount, if any, of income tax withheld.
- 6) The amount of noncash wages paid (for income tax purposes only).

Self employed farmers:

Self employed farmers who report a net income of \$400 or more from the farming operation must contribute to Social Security. The contribution rate is 13.02 percent in 1988-89. The taxable income level for 1988 is \$45,000, but the taxable income limit will change each year based on an index of average wage levels. If a farmer also earns wages which are subject to Social Security

deductions, he will contribute on his self employment income until the combined earnings reach the current income limitation of \$45,000 in 1988.

Additional information:

Circular A, Agricultural Employer's Tax Guide, Publication 51, Department of the Treasury, Internal Revenue Service. (Published annually)

Farmer's Tax Guide, Publication 225, Department of the Treasury, Internal Revenue Service. (Published annually)

The following pamphlets are available from most local Social Security offices:

- Farmers -- How to Report Your Income for Social Security.
- Your Social Security.
- Your Social Security Rights and Responsibilities, Retirement and Survivors Benefits.
- Your Social Security Rights and Responsibilities, Disability Benefits.
- If You're Self-Employed -- Reporting your Income for Social Security.
- If You Become Disabled.

Responsible agency:

Benefits:

U.S. Department of Health and Human Services

Social Security Administration

Enforcement and Tax Collection:

Department of the Treasury

Internal Revenue Service

Local Social Security Offices are normally listed in the telephone directory under:

U.S. Government

Social Security Administration

UNEMPLOYMENT COMPENSATION

Who must comply:

Any employer of farm workers who either has in the current calendar year or had in the preceding calendar year:

- a) a payroll of at least \$6,250 in a calendar quarter, OR
- b) three (3) or more employees for some portion of a day in twenty (20) or more weeks during the year.
- c) employed migrant labor.
- d) employed seasonal workers on truck farms, orchards or vineyards.
- e) employed seasonal workers and migrant workers at the same time and if the seasonal workers did the same work as the migrant workers at the same location.

Responsible employer:

Depending upon the circumstances, the farm operator or the crew leader may be the employer.

The FARM OPERATOR is the employer under these circumstances:

- 1) The individual is an employee of the farm operator under common law rules of master and servant, or
- 2) The worker is furnished by the crew leader but is not treated as an employee of the crew leader; i.e., the crew leader is acting on behalf of the farm operator rather than as an employer, or
- 3) The crew leader has entered into a written agreement with the farm operator under which the crew leader is designated as an employee of the farm operator.

The CREW LEADER is the employer under these circumstances:

- 1) The crew leader holds valid certification of registration under the Migrant and Seasonal Agricultural Worker Protection Act, or
- 2) Substantially all crew members operate or maintain tractors, mechanized harvesting or crop-dusting equipment, or any other mechanized equipment provided by the crew leader, and
- 3) The employee is not an employee of any other person under common law rules of master and servant.

Farm related exempt employment:

- Farmwork for an exempt employer (See who must comply).
- Certain students working for credit on a program combining academic instruction with work experience (work-study program).
- Service performed by an individual in the employ of his son, daughter, or spouse, and service performed by a child under the age of twenty-one (21) years in the employ of his father or mother.
- Service performed as part of an unemployment work-relief or work-training program assisted or financed in whole or in part by any federal agency or an agency of a state or political subdivision thereof, by an individual receiving such work relief or work training.

• Service performed on a fishing vessel normally having a crew of fewer than ten (10) if the crew member's reimbursement for services performed is a share of the catch and the services are determined not to be employment under the Federal Unemployment Tax Act.

Employers must:

a) Pay unemployment compensation tax on the first \$8,000 of annual payroll earnings for each employee. There are two parts to the tax; federal and state.

1) The effective FEDERAL tax is 0.8 percent of the first \$7,000 of annual payroll of each employee. (The actual federal tax is 6.2 percent less a credit of 5.4 percent if the employer pays the state tax.)

2) The STATE tax will vary depending on the experience rating of the individual farm employer. Farm employers without an experience rating will pay 2.7 percent of the first \$8,000 of annual payroll of each employee for six calendar quarters. At the end of the sixth calendar quarter the rating process will be started and taxes paid in the seventh quarter and subsequent quarters will be based on the experience rating. Experience ratings are recalculated annually thereafter. Annual rate notices are mailed to all employers in late January of the applicable year. The current maximum tax rate payable in Texas is 8.77 percent to which must be added the 0.8 percent federal tax.

b) Submit tax and wage reports as required. The employer's Quarterly Tax and Wage Report (Form UCT-6) is due the first day of the first month following the end of the calendar quarter. Penalty and interest charges are due if the Tax and Wage Report is filed after the last day of the first month following the quarter. The Tax and Wage Report form, which is sent to each liable employer at the end of each quarter, provides for listing each employee's name, social security number, number of weeks worked in the calendar quarter, and the gross wages paid. State reporting form (C-3) is due during the month after the quarter ends. The state may impose a penalty for reports which are filed late and an additional penalty because of taxes being paid after the due date.

c) When a former employee submits an unemployment benefit claim, most recent employers will be notified from the local office on Form UCB-4, Notice of Claim Filed. The employer has ten days to furnish the local office information about the job separation which may be disqualifying (see list below). Other employers will also be notified of the claim by the central office on Form UCB-12. The employer has ten days to furnish the central office with information about the separation which may be disqualifying. If the employer fails to reply within the prescribed period concerning a disqualifying separation the claim may be charged against his experience rating and result in a higher tax rate in the future.

d) Display, in a place where all employees can see it, the poster "To Employees" (FDC Form BUC-83 in English or FDC Form BUC-83S in Spanish).

e) Have records available for inspection at any reasonable hour during the business day and maintain records for a period of five calendar years.

Employee eligibility:

In addition to being unemployed, able and available for work, and not subject to any of the disqualifications listed below, a claimant must have the necessary wage credits during the base period.

Base-Period -- The base period is the first four of the last five completed calendar quarters preceding the filing date of the worker's initial claim.

Wage Credits -- Total base period wages must be at least 37 times their weekly benefit amount. Additionally if claimant has had a prior benefit year would have earned six times their new weekly benefit amount between benefit years.

ly benefits:

The weekly benefit amount to which a claimant is entitled is based on the claimant's earnings during the base period, but can not be more than \$210. The maximum benefit amount can only be changed by an act of the Legislature.

Employee claims:

Employees do not pay for unemployment insurance. This cost is borne by employer. Unemployed farm workers, who are eligible, may file for benefits at the local office of the Texas Employment Commission.

A farm worker may not be eligible for benefits if it is found that:

- He voluntarily quit his job without good cause attributable to his employer.
- He was discharged for misconduct connected with his work.
- He fails to apply for or accept suitable work.
- His unemployment is due to participation in a labor dispute.
- Willful misrepresentation is also cause for fine and imprisonment.
- He is receiving or is eligible to receive a retirement income--other than disability--from a base period employer.
- He is receiving or is seeking unemployment benefits under an unemployment compensation law of another state or the United States.
- He is an illegal alien.

Responsible agency:

In Texas, the unemployment insurance program is administered by the Texas Employment Commission. The unemployment insurance programs in each of the states are controlled by the Federal Unemployment Tax Act, under which the Secretary of Labor must approve all state laws and their operation. Local Employment Commission offices located throughout the state receive and process unemployment insurance claims.

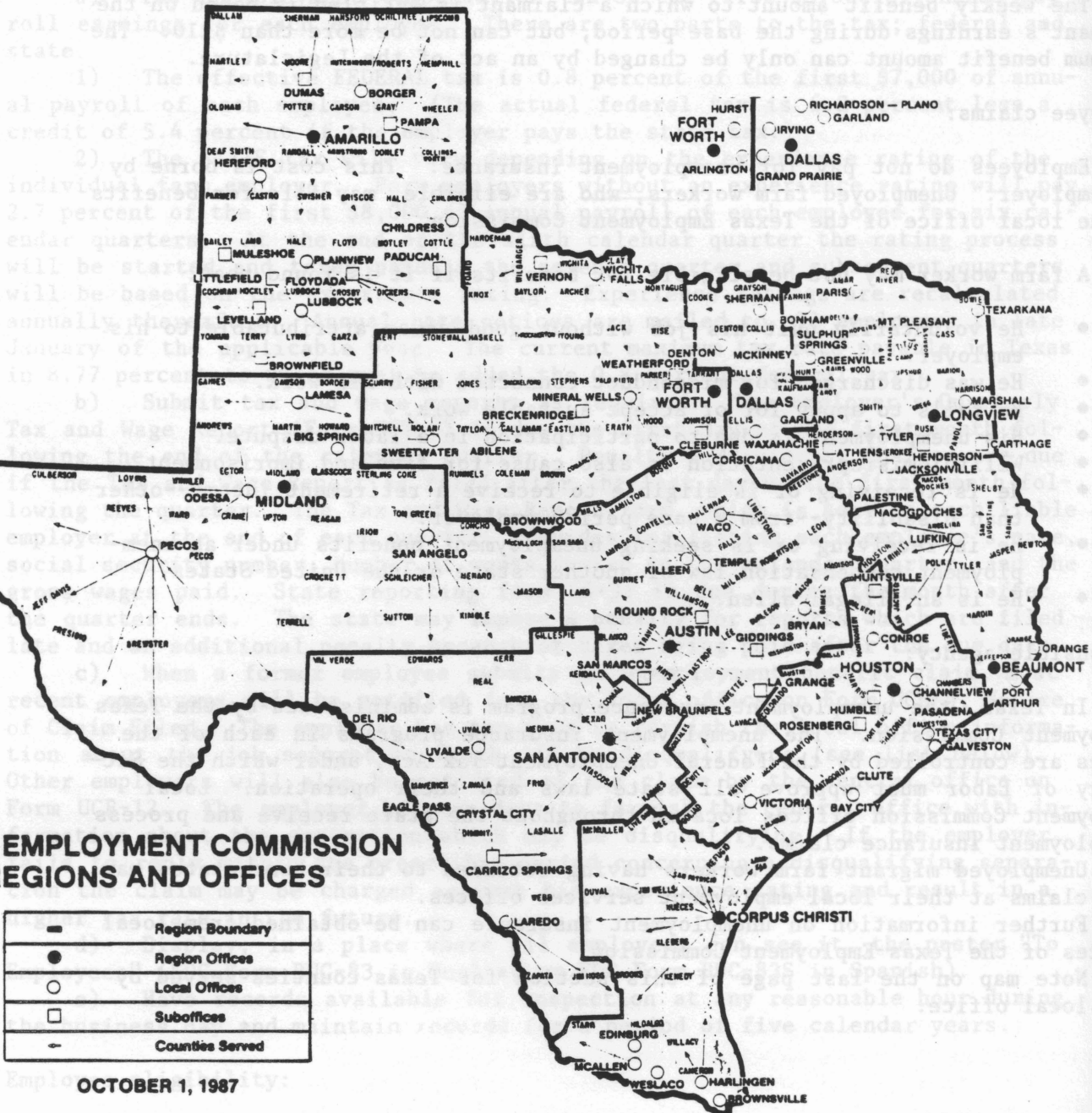
Unemployed migrant farm workers having returned to their home states may file claims at their local employment services offices.

Further information on unemployment insurance can be obtained from local offices of the Texas Employment Commission.

Note map on the last page of this section for Texas counties served by local office.

If a seasonal worker is working for an employer or labor agent who employs migrant workers and the seasonal worker is doing the same work at the same time at the same place as migrant workers, then the seasonal worker is considered to be a migrant worker. In these circumstances, there is no exemption from coverage.

Employers must:



In addition to being unemployed, able and available for work, and not subject to any of the disqualifications listed below, a claimant must have the necessary wage credits during the base period.

Base-Period -- The base period is the first four of the last five completed calendar quarters preceding the filing date of the worker's initial claim.

WORKMAN'S COMPENSATION LAW -- TEXAS

Workman's Compensation laws including agriculture laborers took effect January 1, 1985. These laws address on-the-job injuries and the corresponding insurance provides benefits to those injured or disabled while performing these work-related functions.

Who must comply:

Employers who employ persons who fit into the following categories must provide coverage for those employees:

- a) migrant workers.
- b) seasonal workers who work with migrant workers.
- c) seasonal workers who are employed on a truck farm, orchard or vineyard.
- d) seasonal workers whose employer's payroll is above \$25,000.
- e) full-time workers whose employer's annual payroll is \$50,000 or more.

Migrant Workers

There are no exemptions under this bill with regard to migrant workers. Regardless of number employed or gross annual payroll, all migrant workers must be covered. For the purpose of this bill, migrant workers are those persons employed in seasonal or temporary jobs and required to be away from their permanent residence overnight.

If migrant labor is provided by a labor agent, the labor agent is responsible under this law for workman's compensation insurance coverage for these employees. The bill mandates that agents who do subscribe present evidence of insurance to those with whom they contract. When the agent purchases the insurance, the person with whom the labor agent contracts is not responsible in a separate action should injury or death occur.

If the agent does not subscribe, however, the person with whom they have contracted is responsible along with the labor agent in any action to recover damages for injury or disability. The bill does allow an employer to purchase workman's compensation insurance when faced with a situation where the agent has not subscribed.

Seasonal Workers

These are employees who are working in a seasonal or temporary position but are not required to be gone from their permanent residence overnight. Seasonal workers who are employed on a truck farm, orchard, or vineyard are covered by this bill. A truck farm is a farm on which fruits, garden vegetables, potatoes, sugar beets or vegetable seeds are produced for market. There are no exemptions or exclusions for seasonal labor working in these three operations.

If a seasonal worker is working for an employer or labor agent who employs migrant workers and the seasonal worker is doing the same work at the same time at the same place as migrant workers, then the seasonal worker is considered to be a migrant worker. In these circumstances, there is no exemption from coverage.

Employers of seasonal workers, which do not fall into the above categories, are exempt in 1988 from subscribing to the insurance if their 1987 gross annual payroll is less than \$50,000. For exemptions in subsequent years, the preceding year's payroll must be less than the prior year's required payroll threshold adjusted for inflation. The Comptroller will provide an annual inflation multiplier before October of each year.

Farm and Ranch Laborers

The bill does provide some measure of exemption for relatively small farmers and ranchers.

The following schedule provides the guidelines for employers who are exempt from the bill:

<u>Coverage year</u>	<u>Exempt if the preceding year's gross annual payroll is</u>
1988	Less than \$50,000
1989	Less than \$50,000
1990	Less than \$50,000
1991 and thereafter	Payroll exemption threshold is the same as determined under the seasonal worker provision, but no exemption is allowed if operation employs 3 or more who are not migrant or seasonal workers.

The gross annual payroll, referred to in the latter two sections, includes amounts paid directly to farm and ranch laborers, seasonal and migrant workers and to labor agents for their services and the services of migrant or seasonal workers. It does not include wages paid to the employer or his family, if a sole proprietorship; a partner or partner's family, if a partnership; a shareholder or member of his family, if a corporation and all shareholders are family members.

Employers who subscribe to the insurance to cover their workers may also cover themselves, a partner, a corporate officer or a family member. When individuals are covered, they must be specifically named and the coverage continues as long as the policy is in effect and the named individual(s) is endorsed on the policy.

Cost of workman's compensation insurance is set by the State Insurance Board. It is stated in dollars per \$100 of gross payroll. There are currently several classifications in effect which include persons working in agriculturally related jobs.

Rates are established through an experience factor system which tends to equate the claims made in each classification with income generated through the rate structure. Each year the rate is subject to change if the claims and income are not on a somewhat equal basis. Those who are not exempt should contact an insurance carrier to determine the exact classification of their laborers and the cost of coverage.

Responsible agency:

Industrial Accident Board
Lyndon Baines Johnson Building
P. O. Box 12757, Capitol Station
Austin, Texas 78711

Exemptions:

Employers who pay agricultural workers on a daily basis are not required to pay advance earned income credit.

Employees are eligible to receive a credit if they are:

- Married or single with dependent children.
- Inform employees whose wages are not subject to income tax withholding that they may be eligible for the refundable earned income credit.
- Provide the Form W-2, Earned Income Credit, Advance Payment Certificate, to the employee upon request (available at the nearest IRS Office or post office).
- When a Form W-2 is filed, compute employee's gross pay (for agricultural employees gross pay is interpreted to mean those wages subject to Social Security taxes).
- Compute employee's Social Security and withholding tax (withholding tax not applicable to agricultural employees unless worker has voluntarily asked employer to withhold income tax).
- Refer to tables in IRS Circular E (Supplement), Employer's pay-ment Guide, and compute the Advance Earned Income Credit payment based on employee's gross pay for pay period.
- Add the Advance Earned Income Credit to the worker's pay for the pay period.
- Retain all records of Advance Earned Income Credit payments for four (4) years. These records should include the following information:
 1. Copy of employee's Form W-2.
 2. Amount and date of employee's earnings.
 3. Dates of each employee's employment.
 4. Dates and amount of tax deposits made.
 5. Copies of returns filed.
- File the appropriate forms with the Internal Revenue Service: Form 941, Employer's Quarterly Tax Return, for non-farm processors, cannerys and processors; Form 943, Annual Tax Return for Agricultural Employers, for farm employees.
- File Form 2-3, Transmittal of Income and Tax Statement, annually by February 28th, accompanied by a W-2 form for each individual employee to the Social Security Administration in Baltimore (see section on Social Security).

ADVANCED EARNED INCOME CREDIT -- FEDERAL

Certain qualifying individuals are entitled to a tax credit of up to \$851. If employees think they qualify for this credit they may choose to receive it in advance from their employers. Payment is made by using a specific table designed for this purpose and is reflected as a separate item on the employee's check. Employers, in turn, take credit for these payments against their liability for either withholding taxes or social security taxes.

Who must comply:

All employers including farmers must pay Advance Earned Income Credit if the employee is eligible and requests payment.

Exemptions:

Employers who pay agricultural workers on a daily basis are not required to pay advance earned income credit.

Employer must:

- Inform employees whose wages are not subject to income tax withholding that they may be eligible for the refundable earned income credit.
- Provide the Form W-5, Earned Income Credit, Advance Payment Certificate, to the employee upon request (available at the nearest IRS Office or post office).
- When a Form W-5 is filed,
 - a) Compute employee's gross pay (for agricultural employees gross pay is interpreted to mean those wages subject to Social Security taxes).
 - b) Compute employee's Social Security and Withholding Tax (Withholding tax not applicable to agricultural employees unless worker has voluntarily asked employer to withhold income tax).
 - c) Refer to tables in IRS Circular E (Supplement), Employer's payment Guide, and compute the Advance Earned Income Credit payment based on employee's gross pay for pay period.
 - d) Add the Advance Earned Income Credit to the worker's pay for the pay period.
 - e) Retain all records of Advance Earned Income Credit payments for four (4) years. These records should include the following information:
 1. Copy of employee's Form W-5.
 2. Amount and date of employee's earnings.
 3. Dates of each employee's employment.
 4. Dates and amount of tax deposits made.
 5. Copies of returns filed.
- File the appropriate forms with the Internal Revenue Service: Form 941, Employer's Quarterly Tax Return, for non-farm packinghouses, canners, and processors; Form 943, Annual Tax Return for Agricultural Employers, for farm employers.
- File Form 2-3, Transmittal of Income and Tax Statement, annually by February 28th, accompanied by a W-2 form for each individual employee to the Social Security Administration in Baltimore (see section on Social Security).

Employers are reimbursed by the Federal government for Advanced Earned Income Credit payments as follows:

- The employer deducts the amount of the Advance Earned Income Credit payment from his total liability for withholding taxes (non-farm employers only) as he periodically remits funds to the Internal Revenue Service.

- If the employer does not withhold federal income taxes (such as employers of farm workers), or if the taxes withheld are not sufficient to cover the amount of the Advance Earned Income Credit payments to his employees, the employer may deduct the excess from the employee contribution to Social Security.

- If there is still an excess of Advance Earned Income Credit payments, the employer may deduct the excess from the employer's contribution to Social Security.

Employee eligibility:

Employees are eligible to receive Advance Earned Income Credit payments if they are:

- Married taxpayers who are entitled to a dependency exemption for their child or stepchild; or
- A custodial parent, even if that parent agrees to let the non-custodial parent claim the child's dependency exemption; or
- Surviving spouses; or
- Heads of households who maintain the home for a child, stepchild or a descendant of a child or stepchild. If any of these are married, the taxpayer must be entitled to the dependency exemption.

Additional information (obtainable from the responsible agency - see below):

- Circular E (Supplement), Publication 15, Employer's Tax Guide.

Other Information:

Federal Register, Vol. 46, No. 21, February 2, 1981, page 10148.

Responsible agency:

Department of the Treasury
Internal Revenue Service
Washington, D.C. 20224

Local offices can be found in the telephone directory under:

U.S. Government
Internal Revenue Service

AGRICULTURAL HAZARD COMMUNICATION ACT -- TEXAS (Right to Know)

The Agricultural Hazard Communication (Right to Know) Act of 1987 was enacted to provide farm operators and agricultural workers with information about hazardous chemicals that they will work with. The major objective is to provide better information about working safely with chemicals.

Who must comply:

Agricultural employers who themselves or through labor agents hire migrant or seasonal workers and whose gross annual payroll for those workers is \$15,000 or more and who annually use or store 55 gallons or 500 pounds of any pesticide; agricultural employers who themselves or through labor agents hire permanent agricultural workers (other than migrant or seasonal workers) whose gross annual payroll is \$50,000 or more and who annually use or store 55 gallons or 500 pounds of any pesticide; agricultural workers who plant, cultivate, harvest or handle an agricultural or horticultural commodity in its unmanufactured state or who handle a chemical covered by this law; and other entities which normally store pesticides in an amount in excess of 55 gallons or 500 pounds are subject to the Emergency Reporting Requirement. An agricultural laborer is a person who plants, cultivates, harvests or handles an agricultural commodity, and this includes a laborer who handles chemicals covered by this Act.

Responsibilities:

Agricultural employers will be responsible for collecting, storing and making available to agricultural workers information about pesticide use. The law requires agricultural employers to:

- 1) Provide workers with relevant crop sheets and ensure that they are read aloud to workers at least once each work season;
- 2) Inform workers about relevant pesticide reentry intervals;
- 3) Maintain Workplace Chemical Lists and Material Safety Data Sheets and make these available to workers or their designated representatives, upon request;
- 4) Provide other basic health and safety information, approved by the Texas Department of Agriculture, to their workers on the first payday of each work season; and
- 5) Provide emergency information to their workers, local fire chiefs, medical personnel and designated farmworker representatives, upon request.

Crop Sheets:

The Texas Department of Agriculture (TDA), in coordination with the Texas Agricultural Extension Service (TAES), is developing crop sheets for all major Texas crops. The crop sheets will be in Spanish and English and will contain:

- 1) A list of the most commonly used pesticides;
- 2) The months of pesticide application;
- 3) The reentry interval or length of time that farmers are required to wait before allowing workers to enter a pesticide-treated field;
- 4) The acute or short-term symptoms of pesticide exposures, as well as their chronic or long-term health effects;
- 5) A summary of agricultural workers' rights under the law;

- 6) Emergency procedures for pesticide poisoning;
- 7) Summary of basic safety measures to prevent pesticide poisoning;
- 8) Information about the availability of Material Safety Data Sheets and Workplace Chemical lists;
- 9) Information about training programs to be provided statewide by TDA and TAES;
- 10) A space for the name and phone number of the employer to be contacted for more information.

Copies of the crop sheets will be provided by TDA or TAES to agricultural employers for reproduction and distribution to workers in their employment. The sheets will be updated periodically to reflect changes in use patterns and health status.

Workplace Chemical Lists:

The Workplace Chemical List is a form provided to agricultural employers by TDA and is to be used for recording information about the pesticides used or stored in the workplace. The employer shall maintain one form for each crop and keep records annually for chemicals in excess of 55 gallons or 500 pounds used or stored in the workplace. The following information is to be included on the Workplace Chemical List:

- 1) Employer's name, address and other means of identification;
- 2) Name of crop;
- 3) Date of each pesticide application;
- 4) Product name of pesticide;
- 5) Environmental Protection Agency (EPA) registration number from the label;
- 6) Location(s) or site(s) treated;
- 7) Number of acres treated;
- 8) An estimate of the total quantity of pesticide used; and
- 9) Location of pesticide storage area.

The law requires that the lists be updated regularly or at least annually and shall be maintained by the employer for 30 years. As of January, 1989, employers may alternatively file these lists with TDA, which shall store the data and make them available upon request.

Material Safety Data Sheets:

A Material Safety Data Sheet is a document that specifically identifies the chemical and its ingredients and gives health, safety and emergency information about the pesticide. Material Safety Data Sheets are provided by chemical manufacturers and distributors to purchasers in the state. The employer must keep a Material Safety Data Sheet on file for each pesticide purchased.

Emergency Reporting Requirement:

This clause applies to persons or entities which normally store more than 55 gallons or 500 pounds of pesticides at a location within one-quarter mile of a residential area. Those covered by this clause are required to notify their local fire chief of the name(s) and phone number(s) of responsible person(s) who can be contacted for further information. Upon request by the fire chief, they must:

- 1) Provide copies of the Workplace Chemical Lists and Material Safety Data Sheets; and
- 2) Allow inspection of the storage area.

Agricultural Workers Rights:

Agricultural workers are entitled to:

- 1) Receive copies of crop sheets and to have this information read to them by the agricultural employers or their representatives;
- 2) Have access to Material Safety Data Sheets and Workplace Chemical Lists, upon request;
- 3) Be informed of the last and future dates of pesticide applications and applicable reentry periods;
- 4) Be provided with other basic health and safety information, as approved by TDA;
- 5) Contact TDA to report suspected violations of this law without fear of retaliation or any disciplinary action and to request anonymity, when necessary; and
- 6) Designate a representative to act on their behalf.

Designated Representatives:

A designated representative is an individual or an organization to whom an agricultural worker gives written authorization to exercise the worker's rights under this law. A designated union representative is not required to have written authorization.

Legal Ramifications:

Upon receiving a complaint, the Texas Department of Agriculture will begin an investigation within 90 days.

a) Employers who knowingly disclose false information or negligently fail to disclose a hazard are subject to a civil penalty of not more than \$5,000 per violation.

b) Employers who cause an injury to an individual by knowingly disclosing false hazard information or knowingly failing to disclose hazard information are subject to a criminal fine of not more than \$25,000.

Responsible agency:

Texas Department of Agriculture
P. O. Box 12847
Austin, Texas 78711
(512) 475-4457

HAZARD COMMUNICATION STANDARD -- FEDERAL

The Hazard Communication Standard is a Federal law that is regulated by Occupational Safety and Health Administration (OSHA). The HCS was enacted to inform manufacturers and the nonmanufacturing sector of employers and employees of the dangers of hazardous chemicals in the workplace. This Act also preempts any state law dealing with the subject unless the state law is federally approved.

Who must comply:

Manufacturers, importers, and employers of employees in the non-manufacturing sector are required to follow these regulations in this Act.

Responsibilities:

- 1) Manufacturers and the nonmanufacturing sector are to inform the employees of the hazards of working with and using hazardous chemicals in the workplace.
- 2) These businesses are to educate and train their employees in the correct handling and use of the chemicals.
- 3) Labels are to be put on hazardous chemicals and be permanently fixed.
- 4) Material Safety Data sheets are to be created and kept for hazardous chemicals in the workplace. These sheets are to be up to date and available at all times.
- 5) Information of hazardous chemicals must be submitted to state and local government officials.

All nonmanufacturers are to be in compliance with provisions by May 23, 1988. Employers in the manufacturing sector should be in compliance already.

Responsible agency:

Department of Labor
Information and Consumer Affairs
Occupational and Health Administration
200 Constitution Avenue, N.W.
Washington, DC 20210
(202) 523-8151

EMPLOYER PROVISIONS

MIGRANT LABOR HOUSING REGULATIONS

Texas farm employers providing temporary housing for migrant farm workers potentially face three sets of housing regulations:

1. Agricultural labor camp regulations administered by the Texas Department of Health.
2. Federal regulations administered through the United States Department of Labor by the Texas Employment Commission.
3. Occupational Safety and Health Act (OSHA) temporary labor camp regulations administered by the Occupational Safety and Health Administration.

These regulations are similar, but there are some important variations in housing requirements and enforcement responsibilities. Therefore, farm employers and employees need to be familiar with the three sets of regulations and variations in inspection requirements.

MIGRANT LABOR HOUSING FACILITY ACT

OBJECTIVE

The objective of these state regulations is to assure that migrant farm workers have adequate, safe, sanitary and healthful housing facilities during the time they are employed in Texas.

COVERAGE

Any agricultural employer who operates an agricultural labor camp in Texas is covered by state regulations. For practical purposes, a farm employer has an agricultural labor camp if he is providing free housing or by rental arrangement to two (2) or more seasonal, temporary, migrant families or three (3) or more seasonal, temporary, migrant workers and accompanying dependents for more than three (3) days. To illustrate, one family of four workers living in a building on the employer's farm would not constitute an agricultural labor camp. Four workers not in the same family living on the farm would constitute a camp. Two families of two workers each would also constitute a camp.

EMPLOYER PROVISIONS

Each agricultural employer must obtain a license to operate his labor camp. Application for the license shall be made to the State Commissioner of Health. This application shall be made to the department at least 45 days prior to and not more than 60 days before intended operation of the facility. The application shall state ownership and location of proposed labor housing facility. The application shall be accompanied by a license fee not exceeding \$100.

An inspection will be made within 30 days of the receipt of the application and fee. If the housing facility meets the reasonable minimum standards of construction, sanitation, equipment, and operation required by the rules of this Act, a permanent license is entered. Unless otherwise revoked the license is good for one year. It is not transferable. Renewal shall be made not less than 30 days prior to expiration.

If the migrant labor housing facility does not pass inspection, the department shall give notice to the applicant of the reason why the housing facility does not meet the standards. The applicant may request the department to reinspect the housing facility within 60 days of the notice. However, if the facility does not meet the standards upon reinspection, a new application must be filed with the department.

Licenses may be suspended or revoked by the department for violation of any of the provisions of this Act.

The regulations allow investigations of the housing facility by representatives of the health department upon proper notice. Investigations are to be made at reasonable hours to investigate whether provisions of the act have been or are being violated.

Violations of this Act shall be subject to civil penalty of \$200 for each day of the violation. A district court injunction may be obtained to restrain any person from operating a housing facility found in violation of this Act.

Responsible agency:

Texas Department of Health
General Sanitation Division
1100 West 49th Street
Austin, Texas 78756-3199

EMPLOYER PROVISIONS

Employees who vandalize, misuse, or violate applicable regulations are subject to a maximum fine of \$25 or a jail sentence not to exceed 10 days or both.

Responsible agency:

The Texas Department of Health is responsible for the administration for the agricultural labor camp provisions of the Texas Code. Permit applications must be filed with the Texas Department of Health. Facilities inspections are performed by the departments' regional offices in the respective areas of coverage.

The Texas Department of Health is headquartered:

General Sanitation Division
1100 West 29th Street
Austin, Texas 78756

FARM LABOR CAMPS -- TEMPORARY -- FEDERAL

There are currently two laws which could apply to farm labor camps. The older is the housing standards law administered by the U.S. Department of Labor, Employment and Training Administration (ETA)(20 CFR part 654). The second federal law dealing with temporary farm labor housing was passed in 1970 and is administered by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA)(29 CFR part 1910.142).

Who must comply:

Employers who house one or more farm workers and use the Texas Employment Service to obtain workers from outside the local area must comply with either the ETA or OSHA standards depending upon when the housing was constructed. Temporary farm labor housing constructed after April 3, 1980 must comply with OSHA standards. Farm labor housing built to the earlier, less restrictive ETA standards may be operated under these standards until the housing undergoes major modifications.

Employers who house one or more temporary farm workers but do not use the Employment Service to obtain workers from outside the local area must comply with OSHA (or ETA if it is older housing) standards if the use of such housing is a "condition of employment" or by practical necessity. Differences between OSHA and growers develop when the grower does not use the Employment Service and does not require the employees to live in his housing as a "condition of employment." OSHA contends that any grower who houses temporary farm workers is subject to OSHA inspections and must comply with either OSHA or ETA standards depending on when the housing was constructed. Farm employers, on the other hand, contend that since the Occupational Safety and Health Act is restricted to the "work place," they are not subject to OSHA inspections if they do not require their employees to live in their housing as a "condition of employment." This issue has not been resolved and consequently farm employers may be subjected to inspection from both agencies if they use the Texas Employment Service.

Inspections:

Agricultural employers using the interstate worker recruitment service of the Texas Employment Service must have their housing inspected and approved prior to the completion of the application for workers. It is possible for an order to be conditionally processed without approval of the labor camp if the discrepancies are of a minor nature, the employer gives assurance that the camp will be in compliance 45 days before expected occupancy and the employer was in compliance the previous year. If the camp is not in compliance by the deadline date, the order for workers is removed from interstate clearance and cannot be processed until the camp is in compliance.

OSHA inspections of temporary farm worker housing is on a post-occupancy basis. There is no licensing procedure under OSHA regulations. Inspections are generally made in response to employee complaints, following a report of a fatality or injury and on a random basis. Considerable litigation has resulted from growers denying inspection officers access to their facilities without a search warrant. The courts have generally held that employers can deny access to the work place if the inspector does not have a search warrant. In a parallel vein the courts have held that the Secretary of Labor or his agent can obtain a search warrant to inspect work places and in October 1980 regulations were issued which authorize the Secretary of Labor to seek search warrants without the knowledge of the employer.

Recently the three U.S. Department of Labor Agencies responsible for housing standards enforcement agreed on a plan for coordinating their inspections of migrant labor housing facilities. Under the agreement ETA (Employment and Training Administration) through state employment service agencies, will continue to conduct pre-occupancy inspections of facilities on farms which it supplies with workers. ESA (Employment Standards Administration) will inspect facilities owned or operated by crew leaders which have not already been inspected by ETA. OSHA (Occupational Safety and Health Administration) will inspect those camps not covered by the other two agencies. OSHA will continue to inspect camps on a post-occupancy basis where injuries, deaths or complaints occur. The standards used (ETA or OSHA) by any of these agencies will depend on when the housing was constructed or whether it has been substantially modified. The U.S. Employment Service has promulgated lengthy rules to guide its personnel in determining what constitutes major modification in determining when "old" housing becomes "new" housing and comes under OSHA standards.

Employers must:

Meet minimum federal, state and local housing standards. ETA and OSHA standards specify requirements for:

- 1) Housing site.
- 2) Shelter and Housing.
- 3) Water Supply.
- 4) Toilet facilities.
- 5) Sewage disposal.
- 6) Laundry, handwashing and bathing facilities.
- 7) Electrical lighting.
- 8) Refuse and garbage disposal.
- 9) Cooking and eating facilities.
- 10) Screening, insect and rodent control.
- 11) Fire, safety and first aid facilities.
- 12) Reporting of communicable diseases.

Related information:

- Part 620 - Housing for Agricultural Workers, Federal Register, October 31, 1968.
- Part 620 - Housing for Agricultural Workers, 3095, Federal Register, January 21, 1976.
- General Industry, OSHA Safety and Health Standards (29 CFR 1910), OSHA 2206 (Rev. January 1976), U.S. Department of Labor, Occupational Safety and Health Administration, pages 248-251.
- Safety and Health Standards for Agriculture, U.S. Department of Labor, Occupational Safety and Health Administration, 1971.

Responsible agency:

U.S. Department of Labor
Occupational Safety and Health Administration (OSHA)
Employment and Training Administration (ETA)
Employment Standards Administration (ESA)

Area and field offices:

For OSHA offices, see OSHA section.

OSHA TEMPORARY LABOR CAMP REGULATIONS

OBJECTIVE

The general purpose of the Occupational Safety and Health Act is to assure, as far as possible, every working man and woman in the nation safe and healthful working conditions and to preserve our human resources. The OSHA labor camp regulations are part of OSHA's effort consistent with the act's general purpose.

COVERAGE

Temporary labor camps of farm employers with 11 or more employees are subject to OSHA regulations. There is no licensing procedure under OSHA regulations. Labor camp inspections are made in response to employee complaints, following a report of a fatality and on a random basis.

EMPLOYER PROVISIONS

An agricultural labor camp must be maintained in a condition that satisfies the minimum requirements of OSHA Standard 1910.142.

It is the duty of the camp operator to report immediately to the local health officer the name and address of any person known to have or suspected of having a communicable disease.

EMPLOYEE PROVISIONS

There are no provisions specifically for employees.

STANDARD FOR SANITATION AT TEMPORARY PLACES OF EMPLOYMENT

The purpose of this Act is to set standards for the protection of the employee and public welfare. This Act also provides for sanitary facilities at temporary places of employment. These facilities are for the dispensing of drinking water, washing the hands, collecting refuse or eliminating body wastes.

who must comply:

Any employer who employs two or more persons directly or indirectly in work that is performed in the field away from a permanent structure is considered a temporary place of employment.

EMPLOYER RESPONSIBILITY

- 1) Each employer shall provide and maintain sanitary facilities at any temporary work place.
- 2) Where employees of more than one employer work at a temporary place of employment it is the responsibility of each employer to furnish sanitary facilities for these employees.
- 3) The sanitary facilities are provided at no cost to employees.
- 4) Employers are to inform employees of the location of the sanitary facilities.
- 5) Employers with 6 or less employees on any work day can arrange for transportation to toilet and handwashing facilities instead of providing temporary facilities. Acceptable facilities must be within 5 minutes driving time from the temporary place of employment.

Employees are to make proper use of the sanitary facilities that are provided to them.

Each temporary work site should be kept clean and free of obstructions, have proper waste collection and disposal operations, along with proper lighting and ventilation in the sanitary facilities. Employers should also supply adequate amounts of drinking water for the employees and have it clearly marked such.

This Act requires that employers supply toilet facilities or access to facilities for the employees. At the work site, the toilet facilities can be portable or fixed at a location. Where both sexes are employed, these shall be separate toilet facilities. At the work site with 15 employees or less, there should be at least one toilet for both men and women. As the number of employees increase, the number of toilet facilities should increase to an adequate number. These facilities should always be kept sanitary.

At temporary work sites where employees are permitted to eat lunch, employers shall provide or designate an area for that purpose. At this site, an adequate number of containers shall be provided for the disposal of all waste products.

- 3) Roll-over protection structures (ROPS) and seatbelts on certain tractors.
- 4) Temporary labor camps.
- 5) Storing and handling anhydrous ammonia.
- 6) Guarding of farm machinery.

Penalties

An offense under this Act can either be a misdemeanor or a civil penalty.

A misdemeanor is punishable by a fine of not less than \$10 or more than \$200 for each violation and for each day the violation continues. If the defendant has previously violated these statutes the fine shall not be less than \$10 and not more than \$1,000.

Responsible agency:

Texas Department of Health
1100 West 49th Street
Austin, Texas 78756-3199
(512) 458-7111

OCCUPATIONAL SAFETY AND HEALTH ACT -- (OSHA) -- FEDERAL

Who must comply:

Aside from the exemptions discussed below, any employer of one or more workers engaged in a business that affects interstate commerce must comply with OSHA regulations. This act, however, does not apply to members of a farmer's family who work for him. Annual exemptions from all rules, regulations, orders or standards issued or prescribed under the Occupational Safety and Health Act of 1970 have been provided for certain farmers since 1976.

Farming operations employing 10 or fewer employees during the previous 12 months are exempted if they do not maintain a migrant labor camp. This exemption is not a part of the OSHA law but has been renewed annually as part of the OSHA funding authorization by Congress. Employers should check with the area OSHA office to determine if the exemption is in force for the current year.

Farm employers with 11 or more employees are generally exempt from civil penalties for nonserious, first-instance violations unless 10 or more violations are found on any single inspection. Again, this limitation does not apply to employers who operate migrant labor camps.

Employers of 10 or fewer employees will not be assessed penalties for non-serious violations if the employer has:

- 1) voluntarily requested consultation under an approved program or approved private consultant,
- 2) had the consultant examine the condition cited, and
- 3) made or is making a good faith effort to eliminate the hazard.

All employers must:

- Inform employees of safety regulations and display prescribed posters in a place where employees will see them.
- Report any accident which results in one (1) or more deaths or in hospitalization of five (5) or more employees. This report must be made within 48 hours. (Also see reporting requirements under Worker's Compensation.)
- Maintain a log of occupational injuries and illnesses and make reports if selected to participate in a OSHA survey of injuries and illnesses.

Employers of 11 or more workers must:

- Keep required records of occupational injuries and illnesses.
- Display in a prominent place the Log and Summary of Occupational Injuries and Illnesses, OSHA Form No. 200, during February each year.
- Comply with the general duty clause on providing a work place free from recognized hazards and comply with the specific agricultural standards for:

- 1) Slow moving vehicle emblems.
- 2) Logging and pulpwood operations.
- 3) Roll-over protection structures (ROPS) and seatbelts on certain tractors.
- 4) Temporary labor camps.
- 5) Storing and handling anhydrous ammonia.
- 6) Guarding of farm machinery.

- 7) Retain all records for a period of five years.

Employee must:

Each employee must comply with all safety and health regulations which are applicable to his own actions and conduct. He must obey all rules, regulations and safety procedures required by his employer to comply with the law, including participation in safety training and certifying that he has received such training. The employee is not subject to fines for noncompliance as is his employer, however, repeated failure to observe recommended safety procedures or use provided safety equipment is grounds for dismissal when properly documented.

Training:

Employee training is required under certain of the standards applicable to agriculture.

• **General:**

- 1) The employer shall insure the ready availability of medical persons for advice and consultation on matters of work-place health.
- 2) In the absence of an infirmary, clinic or hospital in near proximity to the work place which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. First aid supplies approved by the consulting physician shall be readily available.

• **Temporary Labor Camps:**

- 1) Adequate first aid facilities approved by a health authority shall be maintained and made available in every labor camp for emergency treatment of injured persons.

- 2) Persons in charge of such facilities shall be trained to administer first aid and shall be readily accessible for use at all times.

• **Tractor Roll-Over Protective Structures (ROPS).** Every employee who operates an agricultural tractor shall be informed of the operating practices listed below:

- 1) Securely fasten your seat belt if the tractor has an ROPS.
- 2) Where possible, avoid operating the tractor near ditches, embankments and holes.
- 3) Reduce speed when turning, crossing slopes, and on rough, slick or muddy surfaces.
- 4) Stay off slopes too steep for safe operation.
- 5) Watch where you are going, especially at row ends, on roads and around trees.
- 6) Do not permit others to ride.
- 7) Operate the tractor smoothly -- no jerky turns, starts or stops.
- 8) Hitch only to the drawbar and hitch points recommended by tractor manufacturers.

- Guarding the Farm Equipment:

At the time of initial assignment and at least annually thereafter, the employer shall instruct every employee in the safe operation and servicing of all covered equipment with which he is or will be involved, including at least the following safe operating practices:

- 1) Keep all guards in place when the machine is in operation.
- 2) Permit no riders on farm field equipment other than persons required for instructions or assistance in machine operation.
- 3) Stop engine, disconnect the power source, and wait for all machine movement to stop before servicing, adjusting, cleaning or unclogging the equipment except where the machine must be running to be properly serviced or maintained, in which case the employer shall instruct employees as to all steps and procedures which are necessary to safely service or maintain the equipment.
- 4) Make sure everyone is clear of machinery before starting the engine, engaging power or operating the machine.
- 5) Lock out electrical power before performing maintenance or service on farmstead equipment.

It is suggested that records be kept of all safety and health training. The records should include exactly what was covered, when the training was provided and the signature of the employee acknowledging that he has received the training.

Inspections:

Ordinarily OSHA Compliance Safety and Health Officers (CSHO) will be admitted to the workplace upon request. However, if for some reason the employer chooses to deny entry, the CSHO must obtain a search warrant showing due cause for the inspection in order to obtain entry. Recent regulations issued by the Secretary of Labor permit a CSHO to seek a search warrant prior to being denied access to the workplace and in some cases to seek ex parte warrants, i.e., without the knowledge of the employer. Employers are not required to pay employees for the time spent accompanying a CSHO on walkaround inspections.

Additional information (obtainable from the responsible agency -- see below)

- OSHA 2001, The Occupational Safety and Health Act of 1970, P.L. 91-596.
- OSHA 2069, Ley De Seguridad Y Salud Ocupacionales De 1970, P.L. 91-596.
- OSHA 2203, (Poster) Job Safety and Health Protection
- OSHA 2202, (Poster) Seguridad Y Proteccion De La Salud En El Trabajo.
- BLS Report 421-2, What Every Employer Needs to Know About OSHA

Recordkeeping

- BLS Recordkeeping Requirements under the Occupational Safety and Health Act of 1970.
- OSHA 2209, OSHA Handbook for Small Businesses.
- OSHA 2056, All About OSHA.
- OSHA 2098, OSHA Inspections.
- OSHA 2253, Workers Rights Under OSHA.
- OSHA 2210, El Empleado Y OSHA.

- OSHA 2227, Essentials of Machinery Guarding.
- OSHA 2237, Handling Hazardous Materials.
- OSHA 2256, Guarding of Farm Field And Farmstead Equipment and Cotton Gins.
- Order No. 008923, (Film) Hand Signals for Agriculture.
- OSHA 2297, OSHA Requirements for Agricultural Machines Guarding Standards. (Audio-Slide Set).

Responsible agency (administration and enforcement):

U.S. Department of Labor
Occupational Safety and Health Administration
Washington, DC 20250

- Ordinarily OSHA Compliance Safety and Health Officers (CSHOs) will be assigned to the workplace upon request. However, if for some reason the employer cannot be reached, the CSHOs may be assigned to the workplace without a warrant. The Secretary of Labor permits a CSHO to seek a search warrant prior to entering a workplace without the knowledge of the employer. The CSHOs are required to provide for the time spent accompanying a CSHO on walkaround inspections.
- Additions to the list of OSHA 2201, The Occupational Safety and Health Act of 1970, P.L. 91-596, 52 Stat. 500, as amended, and 11 Fed. Reg. 10000, 10001, 10002, 10003, 10004, 10005, 10006, 10007, 10008, 10009, 10010, 10011, 10012, 10013, 10014, 10015, 10016, 10017, 10018, 10019, 10020, 10021, 10022, 10023, 10024, 10025, 10026, 10027, 10028, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10036, 10037, 10038, 10039, 10040, 10041, 10042, 10043, 10044, 10045, 10046, 10047, 10048, 10049, 10050, 10051, 10052, 10053, 10054, 10055, 10056, 10057, 10058, 10059, 10060, 10061, 10062, 10063, 10064, 10065, 10066, 10067, 10068, 10069, 10070, 10071, 10072, 10073, 10074, 10075, 10076, 10077, 10078, 10079, 10080, 10081, 10082, 10083, 10084, 10085, 10086, 10087, 10088, 10089, 10090, 10091, 10092, 10093, 10094, 10095, 10096, 10097, 10098, 10099, 10100, 10101, 10102, 10103, 10104, 10105, 10106, 10107, 10108, 10109, 10110, 10111, 10112, 10113, 10114, 10115, 10116, 10117, 10118, 10119, 10120, 10121, 10122, 10123, 10124, 10125, 10126, 10127, 10128, 10129, 10130, 10131, 10132, 10133, 10134, 10135, 10136, 10137, 10138, 10139, 10140, 10141, 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MOTOR CARRIER REGULATIONS -- FEDERAL

The Federal Motor Carrier Safety Regulations provide detailed safety regulations for motor vehicles and drivers of motor vehicles. There are two parts to the regulations which are relevant to agriculture. The first deals with drivers of farm trucks and the second deals with vehicles and drivers used in transporting migrant farm workers.

Drivers of Farm Trucks

Exemptions:

In general, any person 18 years old or older who operates a farm vehicle is exempt from certain provisions of the Federal Motor Carrier Safety Regulations if:

1. The gross weight of the farm vehicle is 10,000 pounds or less.
2. The gross weight of the farm vehicle is over 10,000 pounds but the vehicle is operated within 150 miles of the farm.
3. The vehicle is transporting machinery or supplies to or from a farm for custom harvesting or transporting custom harvest crops from the farm to storage or market.
4. The vehicle is used by a beekeeper engaged in the seasonal transportation of bees.

These exemptions generally apply to such things as:

1. Age
2. Listing of violations
3. Certificate of driver's road test
4. Written examination
5. Application for employment
6. Background inquiries
7. Medical examination
8. Maintenance of records

General Requirements:

Aside from these exemptions a driver of a farm vehicle must meet the physical requirements and comply with all other provisions of the Federal Motor Carrier Safety Regulations. For example, a person cannot drive a farm vehicle if he/she has lost a foot, a leg, a hand or an arm unless he/she has been granted a waiver. A person cannot have any impairment of a hand or finger which interferes with prehension or power grasping, or an arm, foot or leg which interferes with the ability to perform normal tasks associated with operating a motor vehicle. A driver of a farm vehicle cannot have diabetes, cardiovascular disease, respiratory dysfunction, high blood pressure, arthritis or rheumatism or epilepsy likely to interfere with the ability to control or drive a motor vehicle safely.

The driver of a farm vehicle must have visual acuity of at least 20/40 with corrective lenses and not be color blind. Hearing must not be significantly diminished and the person cannot be addicted to habit forming drugs or alcohol.

Federal Motor Carrier Safety Regulations, C.F.R. Title 49, Chapter III, Subchapter B, Part 398. U.S. Department of Transportation, Federal Highway Administration, Bureau of Motor Carrier Safety, October 31, 1979.

Related information:

Federal Motor Carrier Safety Regulations, C.F.R., Title 49, Chapter III, Subchapter B, Part 390, 391, U.S. Department of Transportation Federal Highway Administration, Bureau of Motor Carrier Safety, October 31, 1979.

Transportation of Migrant Farm Workers

Regulations governing the transportation of migrant farm workers apply to all vehicles except common carriers, passenger automobiles and station wagons. These regulations are applicable only in the case of transportation of any migrant farm worker for a total distance of more than 75 miles and then only if such transportation is across a state line. A migrant worker transporting himself and his immediate family is not affected.

These regulations are not oriented directly to employers of migrant farm workers. Rather, compliance is required of the person or business responsible for the transportation of the workers. This could include a crew chief who transports migrant workers, or an owner of a truck who transports a group of migrants. It does not apply to a farmer who will be the employer of migrant farm workers after their arrival in the state, if the employer is not responsible for transporting the workers. Simply sending money to migrants to finance their travel to the place of employment does not make an employer the transporter of the migrants for purposes of these regulations.

The regulations contain provisions setting forth the qualifications of drivers or operators, the driving of motor vehicles, parts, accessories necessary for safe operation, hours of service by drivers, maximum driving time and inspection and maintenance of motor vehicles.

Operator Qualifications:

The regulations on the qualifications of drivers provide that no person shall drive any motor vehicle carrying migrant farm workers unless he/she meets the following minimum qualifications:

1. Be 21 years of age or older.
2. Have no mental, nervous, organic or functional diseases likely to interfere with safe driving.
3. Have no loss of foot, leg, hand, or arm.
4. Have no loss of fingers, impairment of the use of foot, leg, hand or arm likely to interfere with safe driving.
5. Have visual acuity of at least 20/40 corrected.
6. Have hearing of not less than 10/20 in one ear.
7. Not be addicted to the use of narcotics or habit forming drugs, or the excess use of alcoholic beverages or liquors.
8. Have a physical examination by a licensed doctor of medicine or osteopathy at least every 36 months and carry a certificate of physical examination at all times.
9. Read and speak English.
10. Possess a valid driving permit applicable to the type of vehicle being driven.

Operator regulations:

Regulations governing the driving the motor vehicles carrying migrant farm workers include:

1. Driving rules to be obeyed
2. Driving while ill or fatigued
3. Alcoholic beverages
4. Schedules to conform to speed limit
5. Equipment and emergency devices
6. Safe loading
 - a. Distribution and securing of load
 - b. Doors, tarpaulins, tailgates and other equipment
 - c. Interference with driver
 - d. Property on motor vehicle
 - e. Maximum passengers on motor vehicles
7. Rest and meal stops
8. Kinds of motor vehicles in which workers may be transported
9. Lighting devices and reflectors
10. Ignition of fuel precautions
11. Carrying reserve fuel
12. Driving by unauthorized persons
13. Unattended vehicle precautions
14. Railroad grade crossings

Vehicle specifications:

The regulations also specify certain parts and accessory requirements for vehicles used to transport migrant farm workers as follows:

1. Lighting devices
2. Brakes
3. Coupling devices: fifth wheel mounting and locking
4. Tires
5. Passenger compartment
 - a. Floors
 - b. Sides
 - c. Nails, screws, splinters
 - d. Seats
 - e. Protection from weather
 - f. Exit
 - g. Gate and doors
 - h. Ladders and steps
 - i. Hand holds
 - j. Emergency exits
 - k. Communication with driver
6. Protection from cold, prohibited heaters:
 - a. Exhaust heaters
 - b. Unenclosed flame heaters
 - c. Heaters permitting fuel leakage
 - d. Heaters permitting air contamination
 - e. Heaters not securely fastened

Related information:

Federal Motor Carrier Safety Regulations, C.F.R. Title 49, Chapter III, Subchapter B, Part 398. U.S. Department of Transportation, Federal Highway Administration, Bureau of Motor Carrier Safety, October 31, 1979.

Related information:

MOTOR CARRIER REGULATIONS -- TEXAS

COVERAGE

Any company or person who transports five or more migrant workers to or from that work place for a distance of more than 50 miles must comply with detailed safety rules. These regulations do not apply if transportation is in a passenger car or station wagon.

PROVISIONS

The regulations specify detailed driver and vehicle requirements. Briefly, the driver requirements are 1) must carry a medical statement certifying that they are in good physical condition, 2) have a valid permit, have driving experience and knowledge of traffic rules, and 3) must follow safe driving practices including limitations on hours of driving. Vehicle requirements are 1) must have proper lighting and safety equipment, 2) all equipment must be in good safe condition, and 3) passengers must have protection from the cold and rain.

At least every six hours passengers should be given a meal stop of at least 30 minutes. There must be a minimum of one rest stop between meal stops.

More complete details on the above items may be obtained from the Texas Department of Public Safety, Austin, Texas 78773, who is responsible for enforcement of the state regulations.

1. Be 21 years of age or older.
2. Have no mental, nervous, or organic defects which would impair ability to drive safely.
3. Have a good, safe, and reliable vehicle.
4. Have no loss of vision, hearing, or speech.
5. Have visual acuity of at least 20/40.
6. Have hearing of not less than 10/20.
7. Not be addicted to the use of narcotics or other drugs.
8. Have a physical examination by a physician within 36 months prior to driving.
9. Have a valid driver's license.
10. Have a valid permit to drive.
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Related information:

Federal Motor Carrier Safety Regulations, C.F.R. Title 49, Chapter III, Subchapter B, Part 398, U.S. Department of Transportation, Federal Highway Administration, Bureau of Motor Carrier Safety, October 31, 1979.

HUMAN RIGHTS -- DISCRIMINATION -- FEDERAL

It is increasingly important that agricultural employers be fully aware of state and federal laws dealing with all forms of discrimination. Laws have become more stringent and enforcement activities, both federal and state, have been stepped-up. More importantly, individuals, particularly minorities and women, are more aware of their rights and the availability of assistance under federal and state discrimination laws. The amount of litigation in this area has increased dramatically in recent years. The number of discrimination complaints and litigation tends to increase when collective bargaining organizing efforts are underway.

While the courts have interpreted the National Labor Relations Act to prohibit racial discrimination, agriculture is excluded from the provisions of this law. In general, however, human rights in agriculture are dealt with in three basic federal laws and apply to most, but not all farm employers.

Civil Rights Act of 1964:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, religion, sex and national origin. Employers may never discriminate on the basis of race or color. Employers may discriminate on the basis of religion, sex, or national origin if it is a bona fide occupational qualification (BFOQ). Use of this aspect of the law by employers is fraught with risks and should be used carefully. The employer has the burden of proof to show that this kind of job requirement is essential for the normal operation of the business. For example, a job requiring heavy lifting may be difficult for many women. But if some women can do it, it is not essential to make it a job for men only. Rather the job description should describe in detail what must be lifted, and all applicants or promotion candidates should be questioned about their ability to do the lifting.

The Civil Rights Act of 1964 applies only to employers with 15 or more employees in at least 20 calendar weeks of the current or preceding year. Under this law, when discrimination has been established, the courts are authorized to grant broad judicial relief. Intent (to discriminate) can be inferred from the totality of circumstances, i.e. employer may not have intended to discriminate but carelessness in personnel practices and lack of understanding of the law may have resulted in actual discrimination. Hence, lack of familiarity with the law may not be an adequate defense.

In the hiring process care should be taken in the questions asked on an employment application form and in the interview questions which have a "disparate" impact on minorities or women may not be asked. For example, certain reemployment questions are illegal, regardless of whether they are verbal or on a written application form. As a general rule, what is not job related is likely to be illegal. Examples are as follows:

- . "Are you a U.S. citizen?" (Better to ask: "Do you have the legal right to work in this country?" Proof may be requested after hiring.)
- . "What is your age?" (Better to ask: "If hired, can you give proof of age for a work permit?")
- . "Do you have any physical disabilities?" (Better to ask: "Do you have any physical condition that may limit your ability to do this job?" The hiring may be contingent on the passing of a physical examination paid for by the employer.)

4. "Are you married?" "With whom do you live?" (Better to ask nothing. Minors may be asked parents' address).
5. "Have you ever been arrested?" (Better to ask: "Have you ever been convicted of a crime, and what are the circumstances?")

Equal Pay Act of 1963:

The Equal Pay Act of 1963 which amends the Fair Labor Standards Act of 1938 was enacted for the purpose of correcting "Wage differentials based on sex." The act requires equal pay for both sexes for jobs requiring substantially equal skill, effort, and responsibility, and for jobs which have similar working conditions. The job or working condition comparisons usually only apply to one establishment or plant, even if an employer has similar, multiple plants or establishments. Violations of this act are cured by raising the wages of the lower paid employee to that of the higher paid. Criminal penalties may be imposed for willful and flagrant violations.

The Equal Pay Act of 1963 applies to farm workers and prohibits wage discrimination on the basis of sex to employees who are subject to the minimum wage provisions of the act. Exceptions are permitted when wages are based on: (1) a seniority system, (2) a merit system, or (3) a system which measures earnings by quantity or quality of production.

Related information:

Section 6(d) Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 201, et seq.

Title 29 Code of Federal Regulations, Part 800.

Age Discrimination in Employment of 1967:

This act prohibits employers with 20 or more workers during at least 20 calendar weeks of the current or preceding year from discriminating against individuals aged 40 to 70 in matters of hiring, discharging, wages and terms, conditions or privileges of employment because of age.

The law prohibits any statement in advertisements which indicate any preference, limitations, specifications, or discrimination on the basis of age. For example, you are not permitted to use such phrases as "age 25 to 35," "young," "boy," "girl," or others of similar nature. Such phrases as "age 40 to 50," "age over 65," "retired," or "supplement your pension" are also prohibited since they discriminate against others in the 40 to 70 year old group. The phrase "state age" is not, in itself, a violation of the act. However, since it is felt that such a phrase will tend to deter older applicants, its use will be carefully scrutinized to assure that such a request is for a lawful purpose. The same reasoning should be followed when using similar phrases such as "give date of birth" on an employment application.

The act does not prohibit specification of a minimum age below 40 in advertisements; i.e., "must be 18 or over."

These are permitted exceptions to the above rules but they should be used with care. An exception is permitted where age is a bona fide occupational qualification (BFOQ) and is reasonably necessary to the normal operation of the particular business. This exception is narrowly construed and the burden of proof in establishing that it applies is the responsibility of the employer.

The act provides that it shall not be unlawful for an employer to take an action otherwise prohibited where the differentiation is based on reasonable factors other than age. No precise definition is made of these other factors and the burden of proof is on the employer.

If the results of a test are used as the basis for differentiation and cannot be related to job performance, it is unlawful. A vital factor in employee testing as it relates to the 40-70 age group is the "test-sophistication" or "test-wiseness" of the individual. Younger persons, due to the increased use of tests in primary and secondary schools in recent years, may have an advantage over older applicants.

A differentiation based on the claim that it is more costly to employ older persons is unlawful except for employee benefit plans.

Enforcement

Enforcement of discrimination complaints is handled by the Equal Employment Opportunity Commission (EEOC). As part of the EEOC's enforcement apparatus certain state and local agencies are designated as deferral agencies for discrimination complaints filed with EEOC. These agencies are generally known as "706 agencies." As a general rule discrimination complaints must be filed with a deferral agency if one is available.

Related information:

Eliminating Discrimination in Employment: A Compelling National Priority, The U.S. Equal Employment Opportunity Commission, July 1979.

Laws Administered by EEOC, Equal Employment Opportunity Commission, Washington, DC, January 1981.

EMPLOYER-EMPLOYEE COLLECTIVE BARGAINING IN AGRICULTURE

There are no state of Texas or federal laws controlling or providing for collective bargaining by farm employers and employees. Agricultural employment is specifically exempted from the provisions of the National Labor Relations Act. This act and its amendments establish the rules and procedures for collective bargaining in industries other than agriculture. The act does not make bargaining between farm employers and employees illegal; it simply does not provide the rules and procedures for such bargaining. The exemption also excludes agriculture from the services of the National Labor Relations Board.

Any collective bargaining regulations existing in other states through state laws (California laws, for example) do not apply in Texas.

Related information:

Related information:

Age Discrimination in Employment Act of 1967

Washington, DC, January 1981

This act prohibits employers with 25 or more workers during at least 20 calendar weeks of the current or preceding year from discriminating against individuals aged 40 to 70 in matters of hiring, discharging, wages and terms, conditions or privileges of employment because of age.

The law prohibits any statement in advertisements which indicate any preference, limitations, specifications, or discriminations on the basis of age. For example, you are not permitted to use such phrases as "age 25 to 35," "young," "boy," "girl," or others of similar nature. Such phrases as "age 40 to 50," "age over 65," "retired," or "supplement your pension" are also prohibited since they discriminate against others in the 40 to 70 year old group. The phrase "state age" is not, in itself, a violation of the act. However, since it is felt that such a phrase will tend to deter older applicants, its use will be carefully scrutinized to assure that such a request is for a lawful purpose. The same reasoning should be followed when using similar phrases such as "give date of birth" on an employment application.

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Educational programs conducted by the Texas Agricultural Extension Service serve people of all ages regardless of socioeconomic level, race, color, sex, religion, handicap or national origin.

Issued in furtherance of Cooperative Extension Work in Agriculture and Home Economics, Acts of Congress of May 8, 1914, as amended, and June 30, 1914, in cooperation with the United States Department of Agriculture. Zerle L. Carpenter, Director, Texas Agricultural Extension Service, The Texas A&M University System.

2M—3-88, Revision

ECO 7-2